

**DEPARTMENT OF AGING**

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July 7, 2009

Mr. John Davis, Director  
Kings/Tulare Area Agency on Aging  
5957 South Mooney Boulevard  
Visalia, California 93277

Dear Mr. Davis:

Enclosed is a **revision** to the Findings Requiring Corrective Action section of the final monitoring report issued by the California Department of Aging (CDA) May 15, 2009. This adjustment also updates the Report of Required Corrective Actions presented at the Exit Conference on January 15, 2009.

The amendment removes the corrective action requiring service providers to complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" as specified CDA's Standard Agreement, Exhibit D, Article II (N)(3) of the contract. After further review, CDA determined no action is required by KTAAA for this correction. This item is removed from the Corrective Action Plan.

We recommend that you update your records accordingly. If you or your staff have questions regarding this revision, please do not hesitate to contact our office.

Sincerely,

Don Braeger, Policy Manager  
Long Term Care and Aging Services Division

Enclosures

cc: Tony Barba, Chair, Governing Board

Cheri Taylor, Chair, Advisory Council

Lynn Daucher, Director  
California Department of Aging

Edmond P. Long, Deputy Director  
Long-Term Care and Aging Services Division

**KINGS/TULARE AREA AGENCY ON AGING  
PSA 15**

**Report of Monitoring Visit  
Conducted by the  
California Department of Aging  
January 12-15, 2009**

**\*\*Revised\*\*  
July 1, 2009**

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## **FINDINGS REQUIRING CORRECTIVE ACTION**

Included below is a formal description of findings that led to the corrective actions detailed in the Report of Required Corrective Actions (see attached) presented at the Exit Conference conducted by CDA on January 15, 2009. For your convenience, specific corrective actions to be taken by the AAA to address each finding are summarized in a Corrective Action Plan (CAP) format that is included as part of this report. The CAP will be transmitted electronically to the AAA to ease completion and submission to CDA.

### **Administrative Review**

#### **Advisory Council**

Article III Section A(2) of the Advisory Council bylaws states that members should reflect the geographic, racial, economic, and social complexion of the planning and service area they represent. The number of minority Hispanic older individuals on the Advisory Council is not representative of the proportion of minority individuals in the PSA.

**Corrective Action:** Recruit Advisory Council members that represent the ethnic composition of the community with particular emphasis on recruiting African American and Asian/Pacific Islander individuals.

#### **Procurement/Contract Process**

##### **Section I—RFP/IFB Process**

California Code of Regulation (CCR) Section 7354(A) specifies the IFB/RFP shall include the following statement: "The selected bid/proposal shall be made part of the contract."

**Corrective Action:** Include the following statement in the RFP /IFB document:

"The selected bid/proposal shall be made part of the contract."

CCR Section 7354 (b)(7) specifies at a minimum an AAA shall include all the required specifications in an IFB/RFP. This includes any insurance or bonding requirements that the AAA intends to impose.

**Corrective Action:** Add language to the RFP/IFB document requiring the service provider to provide proof of insurance certificates.

##### **Section II—Contract Process**

CCR Section 7364 (a)(5) requires the AAA to include in contracts the identity of each focal point and requirements with respect to the provision of services to low-income minorities. This language was not included in the service provider contracts.

**Corrective Action:** Ensure service provider contracts include the identity of each designated community focal point.